Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160026-2

Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Program Call

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [X] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 6

5. FREQUENCY (weekly, monthly, quarterly, etc.): annually

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form, computer print-out, etc.): memorandum

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: PPB Requirement

10. PREPARING COMPONENT (Include lowest level contributing information to report): Plans Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): Division Program Call Reports

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.33		68		770.44		1		
GS-04	2.81		12		33.72				804.16

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency requirement

14. FUTURE GOALS

A. PROPOSED BY COMPONENT FOR THIS REPORT: [ ] RETAIN AS IS [ ] CHANGE [ ] ELIMINATE [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

B. DATE OF PROPOSAL: October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Chief, Plans Staff

18. EXTENSION

STAT

Classification

(22-36-43)

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